

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY
OF THE CITY OF MONROE, LOUISIANA,
HELD ON WEDNESDAY, OCTOBER 15, 2025**

The Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, met in Regular Session at 2:00 P.M. on Wednesday, October 15, 2025, at the office of the Housing Authority of the City of Monroe, Louisiana, located at 300 Harrison Street, Monroe, Louisiana 71201.

Those present and absent were as follows:

Present: Chairman Hal Hinchliffe, Vice-Chairman Beverly Lewis, Commissioner Joe Farr, Commissioner Angelina Jones, Commissioner Odell Riley, and Steve North, Attorney

Absent: None

Also present were: Shelva Thomas, Chief Deputy Director & People Office; Cheryl Farmer, Operations Director; Janet Sanderford, Director of Accounting; Jacqueline Elmore, Section 8 Supervisor; Sammie Winters, Executive Administrative Assistant, and Aimee Buchanan, CPA Partner – Allen Green & Williamson LLP.

NOTICE OF REGULAR MEETING

TO: Mr. Hal H. Hinchliffe, Chairman
Ms. Beverly Lewis, Vice-Chairman
Mr. Joe Farr, Commissioner
Ms. Angelina Jones, Commissioner
Mr. Odell Riley, Commissioner
Mr. Steve North, Attorney

You are hereby notified that the Board of Commissioners of the Housing Authority of the City of Monroe is called to meet in Regular Session at 2:00 P.M. on Wednesday, October 15, 2025, at the Housing Authority of the City of Monroe, located at 300 Harrison Street, Monroe, LA 71201, for the following purposes:

1. To approve the minutes of the previous meeting.
2. To present management and financial reports.
3. To address any other business that may come before the Board.

HAL HINCHLIFFE, CHAIRMAN
sw/hh

Dated October 3, 2025

Chairman Hal Hinchliffe called the Monroe Housing Authority Board of Commissioners meeting to order.

Chairman Hinchliffe asked for any comments regarding the last meeting. There were none, and Commissioner Joe Farr introduced a motion to approve the minutes of the previous meeting. Commissioner Odell Riley seconded the motion, and it was carried unanimously.

Chairman Hinchliffe then requested the crime report. Shelva Thomas, Chief Deputy Director & People Officer, presented the Board with the crime report for September 2025, providing the following updates:

Burg Jones Plaza

An increase in gang-related altercations has been reported at Burg Jones Plaza. Although four (4) residents were evicted, incidents have continued. Police patrols were reinstated effective October 13, 2025, and coordination is underway with the Monroe Police Department and property staff regarding shift coverage and reporting procedures.

Miller Square

During the week of October 6, 2025, a shooting occurred that resulted in two arrests; neither individual was an MHA resident. The Monroe Police Department has reported heightened gang initiation activity in the area and recommended additional patrols. In response, we are adjusting site security measures accordingly.

Foster Heights

A shooting incident occurred this week that damaged an HVAC condenser and a resident's vehicle. The HVAC system will require replacement. Quotes are being obtained from Ryan Watson Construction, who is currently on-site, and WMS Electrical through our HVAC Maintenance team to identify the most economical option.

Next Steps (Security)

- Reinstatement of Monroe Police Department patrols at Burg Jones Plaza, Miller Square, and Foster Heights.
- Increase resident communication on reporting procedures and safety expectations.
- Review the current Security Patrol Contract to identify more efficient and effective safety solutions.

Chairman Hinchliffe requested agency updates from Shelva Thomas. Ms. Thomas reported that a total of 1,445 Public Housing head of households were reported, with an average tenant rent of \$256.11. The Housing Choice Voucher (Section 8) program reported 1,650 heads of households, with an average tenant rent of \$158.53 per month. Additionally, 1,914 work orders were completed.

Chairman Hinchliffe then presented the first actionable item: a request for permission to grant 2025 incentive pay to all eligible MHA employees. After the discussion, Shelva Thomas introduced the following resolution:

RESOLUTION #3969

A RESOLUTION AUTHORIZING INCENTIVE PAY FOR 2025 TO ALL ELIGIBLE MHA EMPLOYEES.

WHEREAS, the Housing Authority of the City of Monroe, Louisiana (MHA), recognizes the contributions of its employees; and

WHEREAS, the Board of Commissioners has unanimously approved the granting of 2025 incentive pay to all eligible MHA employees, following review of information provided by the William V. Smart, Executive Director;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that the granting of 2025 incentive pay to all eligible MHA employees is hereby approved.

AYES: Chairman Hal Hinchliffe, Vice-Chairman Beverly Lewis, Commissioner Joe Farr, Commissioner Angelina Jones, and Commissioner Odell Riley

NAYS: None

Chairman Hinchliffe then presented the next actionable item: a request for permission to accept the low bid of \$107,000 from Sol's Windows & Doors for roof replacement at South Pointe III. After the discussion, Shelva Thomas introduced the following resolution:

RESOLUTION #3970

A RESOLUTION ACCEPTING THE LOW BID OF \$107,000 FROM SOL'S WINDOWS & DOORS FOR ROOF REPLACEMENT AT SOUTH POINTE III.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that the request for permission to accept the low bid of \$107,000 from Sol's Windows & Doors for the roof replacement at South Point III is hereby approved.

Vice-Chairman Beverly Lewis introduced a motion to approve the above resolution. Commissioner Angelina Jones seconded the motion and carried the following vote:

AYES: Chairman Hal Hinchliffe, Vice-Chairman Beverly Lewis, Commissioner Joe Farr, Commissioner Angelina Jones, and Commissioner Odell Riley

NAYS: None

Chairman Hinchliffe then presented the next actionable item: a request for permission to retract Resolution #3967 for Change Order #2 from Ryan Watson Construction of \$14,760, for relocating meter bases at Foster Heights and Johnson-Carver maintenance shops. After the discussion, Shelva Thomas introduced the following resolution:

RESOLUTION #3971

A RESOLUTION AUTHORIZING THE RETRACTION OF RESOLUTION #3967 FOR CHANGE ORDER #2 FROM RYAN WATSON CONSTRUCTION.

WHEREAS, the Housing Authority of the City of Monroe previously approved Resolution #3967, which authorized Change Order #2 from Ryan Watson Construction of \$14,760 for relocating meter bases at Foster Heights and Johnson-Carver maintenance shops.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that the approval of Resolution #3967 for Change Order #2 from Ryan Watson Construction of \$14,760, for relocating meter bases at Foster Heights and Johnson-Carver maintenance shops, is hereby retracted.

Commissioner Angelina Jones introduced a motion to retract the above resolution. Commissioner Joe Farr seconded the motion and carried the following vote:

AYES: Chairman Hal Hinchliffe, Vice-Chairman Beverly Lewis, Commissioner Joe Farr, Commissioner Angelina Jones, and Commissioner Odell Riley

NAYS: None

Chairman Hinchliffe then presented the last actionable item: a request to discuss the estimate of \$12,500 from American Eagle Electric to relocate meter bases at Foster Heights and Johnson-Carver maintenance shops. After the discussion, Shelva Thomas introduced the following resolution:

RESOLUTION #3972

A RESOLUTION AUTHORIZING THE ESTIMATE OF \$12,500 FROM AMERICAN EAGLE ELECTRIC TO RELOCATE METER BASES AT FOSTER HEIGHTS AND JOHNSON-CARVER MAINTENANCE SHOPS.

BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Monroe, Louisiana, that the request for permission to authorize the estimate of \$12,500 from American Eagle Electric to relocate meter bases at Foster Heights and Johnson-Carver maintenance shops is hereby approved.

Commissioner Angelina Jones introduced a motion to approve the above resolution.
Commissioner Joe Farr seconded the motion and carried the following vote:

AYES: Chairman Hal Hinchliffe, Vice-Chairman Beverly Lewis, Commissioner Joe Farr, Commissioner Angelina Jones, and Commissioner Odell Riley

NAYS: None

Chairman Hinchliffe asked Shelva Thomas, Chief Deputy Director & People Officer, to provide the personnel report. Ms. Thomas updated the board on the status of personnel for the agency.

Chairman Hinchliffe asked Shelva Thomas to provide the status of the 2023 Compliance Audit findings. Ms. Thomas provided details on the following points:

Compliance Department Update:

1. MHA received Customer Service Training for all Customer-Facing staff, including Maintenance.
2. All Public Housing and Section-8 files have been pulled for audit.
3. Janet Sanderford, Amy Tynes, Aimee Buchanan, Jacqueline Wheeler-Elmore, and Shelva Thomas will attend the MRI Conference in Nashville, Tennessee 10/18/2025-10/23/2025.

Chairman Hinchliffe asked Shelva Thomas to provide the construction report. Ms. Thomas provided the board with several updates:

- **Capital Fund Projects:**

Burg Jones Modernization (83 Units) – Pre-Construction Meeting: March 12, 2025

- Rock Enterprises, LLC was the apparent low bidder at \$3,049,990.
- Rock Enterprises is scheduled to remobilize on October 14 to begin work on an additional five units.

Johnson Carver and Foster Heights Maintenance Shops

- Entergy has approved the new locations for the electrical meter boxes.
- American Eagle Electric will complete the relocation, funded through operational funds.

Foster Heights HVAC Replacement

- D&L of Ouachita was the apparent low bidder at \$1,799,000.
- Installation of HVAC equipment began on August 18.
- Equipment has been installed in 145 of the 183 units.
- Substantial completion is projected for early November.

- **Retirement Properties:**

South Pointe III Roof Replacement

- Sol's Window World was the apparent low bidder at \$107,000.
- References for the company were checked and indicate they are reputable and perform quality work.
- The contract will be executed once bonds are issued.

Claiborne Creek Shutter Replacement and Door Painting

- Shutters have been received and are stored at the Central Shop.
- Erik Reyes of King's Remodeling appears to be the lowest bidder at \$23,100.

Chairman Hinchliffe asked Aimee Buchanan, CPA Partner - Allen Green & Williamson LLP, to go over the financial report. Mrs. Buchanan reviewed the data for Public Housing and Section 8.

Chairman Hinchliffe asked if there was anything else that needed to be addressed. There being no further business, Chairman Hinchliffe adjourned the regular meeting.

Following adjournment, Shelva Thomas, Chief Deputy Director & People Officer, requested that the Board enter into Executive Session. The board entered Executive Session.

HAL HINCHLIFFE, CHAIRMAN

CERTIFICATE

William V. Smart, the duly appointed, qualified, and acting Secretary of the Housing Authority of the City of Monroe, Louisiana, does hereby certify that the attached extract from the Regular Meeting of the Board of Commissioners of said Authority held on Wednesday, October 15, 2025, is a true and correct copy of the original minutes of the said meeting on file and record insofar as said attached extract, and I do further certify that each such resolution appearing in said attached extract is a true and correct copy of the same resolution adopted at the said meeting on file and of record.

IN TESTIMONY WHEREOF, I have set my hand and the seal of said Authority this 15th day of October 2025.

WILLIAM V. SMART, SECRETARY

(SEAL)